

LIBRARY DEPARTMENT

Impact Analysis Report

OVERVIEW

The Library Department levies fines for overdue, lost and damaged materials, and collects fees for various services such as community room rental and providing materials through other library systems. Over 98% of the revenue is generated from fines.

Overdue fines are set at a level to encourage borrowers to return materials by the due date. The cost to collect a fine bears no direct relationship to the amount of the fine itself or to the value of the materials recovered. The City Council has directed that two of the four fee categories, Fines and Inter-Library Loan Fees, may be set at less than full cost recovery. Inter-Library Loan Fees are set at a level that manages demand for service and ensures accessibility to other library systems. The remaining two categories, Miscellaneous Revenue and Community Room Rental, are set at cost recovery rates.

Total Library Department revenues for 2004-2005, including both fines and fees, are projected to be \$950,100 with costs of \$798,700 for a cost recovery rate of 119%. This is an increase of \$6,000 from the current year level.

It is estimated that the proposed Library Department fees and charges program for 2004-2005, excluding non-cost recovery fees, will bring revenues to the City of \$10,100, reflecting a 100% cost recovery rate.

SUMMARY AND IMPACT OF PROPOSED FEE REVISIONS

There are no proposed fee adjustments for the Library Department for 2004-2005.

NOTIFICATION

General public notice of the proposed fee changes will be provided through published Council hearing dates and a minimum of ten days for public review of the 2004-2005 Proposed Fees and Charges Report.

DEPARTMENTAL FEES & CHARGES
LIBRARY DEPARTMENT

Service	Adopted 2003-2004 Fee	Council Policy Cost Recovery Category	Adopted Cost Recovery %	Proposed 2004-2005 Fee	2004-2005 Estimated Cost	Estimated 2004-2005 Revenue		% Cost Recovery	
						Current Fee	Proposed Fee	Current Fee	Proposed Fee
1. FINES*		Category II							
a. Overdue Materials	\$.25 per day; \$10 max. per item			No Change	757,000	935,000	935,000	123.5%	123.5%
b. Damaged Materials	Price of material plus \$10.00 processing fee			" "	Included in 1.a.	Included in 1.a.	Included in 1.a.	Included in 1.a.	Included in 1.a.
c. Replacement Cards	\$1 per card (waived for children)			" "	Included in 1.a.	Included in 1.a.	Included in 1.a.	Included in 1.a.	Included in 1.a.
d. Lost Material	Price of material plus \$5.00 handling fee for materials costing more than the minimum database price**			" "	Included in 1.a.	Included in 1.a.	Included in 1.a.	Included in 1.a.	Included in 1.a.
e. Pay-for-Print Fee	\$.15 per print			" "	Included in 1.a.	Included in 1.a.	Included in 1.a.	Included in 1.a.	Included in 1.a.
f. Collection Fee	\$10 per referral upon recovery of materials			" "	24,000	1,500	1,500	6.3%	6.3%
SUBTOTAL-FINES			125.9%		781,000	936,500	936,500	119.9%	119.9%
2. MISCELLANEOUS REVENUE	Commission from microfilm reader/printers and restroom dispensers	Category I	N/A	No Change	100	100	100	100.0%	100.0%
3. COMMUNITY ROOM RENTAL***	\$10 per use	Category I	80.0%	No Change	10,000	10,000	10,000	100.0%	100.0%
4. INTER-LIBRARY LOAN SERVICE		Category II	48.6%						
Patron Requests	Initial fee is eliminated; Late fine is \$1.00 per day with no maximum			No Change	7,600	3,500	3,500	46.1%	46.1%
SUBTOTAL - NON-FINE FEES			62.3%		17,700	13,600	13,600	76.8%	76.8%

* Fees which may be other than cost recovery

** Minimum database price adjusted as publication price increases occur

*** Increased from \$10 per use to \$35 per hour as part of the General Fund Rebalancing plan actions approved by City Council on August 26, 2003.

TOTAL DEPARTMENT - GENERAL FUND	798,700	950,100	950,100	119.0%	119.0%
TOTAL DEPARTMENT - NON-GENERAL FUND	N/A	N/A	N/A	N/A	N/A
TOTAL DEPARTMENT - CATEGORY I	10,100	10,100	10,100	100.0%	100.0%
TOTAL DEPARTMENT - CATEGORY II	788,600	940,000	940,000	119.2%	119.2%
TOTAL DEPARTMENT	798,700	950,100	950,100	119.0%	119.0%